MINUTES OF THE MEETEETSE CONSERVATION DISTRICT BOARD MEETING

Date:	Wednesday, 6/18/25	**District Manager:**	Steffen Cornell
Time:	3:00 p.m.	**Resource Technician:**	
Place:	1906 State St, Meeteetse, WY	**NRCS DC:**	Rory Karhu
Meeting Type:	Regular	**Presiding Officer:**	Tim Morrison
Others:	Leanne Correll	**Supervisors Present:**	Joe Thomas, Matt Burkhart, Ben Anson
		Supervisors Absent:	Shawn Shepperson

CALL TO ORDER

The meeting was called to order at 3:05 p.m. by MCD Vice-Chairman Joe Thomas. Ben moved to approve the minutes for the April 16th and May 21st Board meetings, Matt seconded, motion passed unanimously.

TREASURER'S REPORT

Matt reviewed the Treasurer's Report for May / June, which includes the Blanket Voucher, Balance Sheet, Bank Reconciliations and Transaction Detail Report & Profit & Loss Statements (Budget vs. Actual). Matt noted the WACD dues payment. Ben moved to accept the Treasurer's Report and place the Report on file for audit, Matt seconded, motion passed unanimously.

Blanket Voucher – May & June 2025

Type	Date	Num	Name	Memo	Paid Amount
1000 · First Bank of Wyoming					
Check	05/31/2025	3540	Steffen C Cornell {employee}	HSA # 2200003620413 - Contribution for May '25	-400.00
Check	05/31/2025	ACH	United States Treasury	941 Deposit - 2nd Qtr, 2025 - Paid by EFTPS 6/16/25	-477.68
Total 1000 · First Bank of Wyoming					-877.68
1001 · Pinnacle Bank Chk - xx01					
Check	05/31/2025	3950	Steffen C Cornell {employee}	May 2025 (176 hrs) - Paycheck - S Cornell - DM	-3,494.90
Check	05/31/2025	3951	Ashley L Coenen {employee}	May 2025 (2.8 hrs) - Paycheck - A Coenen	-45.26
Check	05/31/2025	3952	WACD {vendor}	FY24-25 Annual WACD Dues	-7,455.49
Check	05/31/2025	3953	Pinnacle Bank - VISA	June payment for May transactions	-1,459.63
Check	05/31/2025	3954	Cody Conservation District	Area III Meeting 2024 Registrations	-45.00
Check	05/31/2025	3955	WY Local Government Liability Pool	Invoice # 16077	-600.00
Check	05/31/2025	ACH	Empower Retirement	May 2025 - Plan #93001-02 D 354	-100.00
Check	05/31/2025	ACH	Wyoming Retirement System	May 2025 Contributions - Agency # 564	-893.76
Check	06/10/2025	ACH	Town of Meeteetse	April 2025 Utilities	-134.20
Check	06/10/2025	ACH	Black Hills Energy	May 2025 - Acct. # 3214 4702 69	-74.89
Check	06/10/2025	ACH	WEBT	Insurance Premiums - July 2025	-2,033.32
Check	06/11/2025	ACH	TCT West Inc.	May 2025 - Acct. # 00040249-3	-110.34
Check	06/25/2025	ACH	Big Horn REA {vendor}	May 2025 - Acct. # 10337-003	-150.21
Check	06/28/2025	ACH	Cincinnati Insurance {vendor}	Property and Auto Insurance for June '25	-415.00
Total 1001 · Pinnacle Bank Chk - xx01					-17,012.00
TOTAL					**-17,889.68**

NRCS POWELL FIELD OFFICE (PFO) REPORT

PFO worked in the following programs during May: Fiscal Year 2025 Planning and Contracting; Planning with clients via text, email, and phone; Planning and installation in person on-site/office; New Contract obligations.
Applied Practices in MCD included: Fence and obstruction removal.
Engineering: Final engineering designs – 2 CCD; Engineering surveys – 3 PCFCD; On-site Construction checks 2 PCFCD.
PFO provided the following Conservation Technical Assistance:
Phone assistance with Irrigation, Fish Screen, Russian Olive and Water Rights questions, On-site irrigation system planning.
Trainings and Meetings:
PCFCD, CCD, MCD monthly meetings; Monday 5-points reports to HR; Monday morning Powell FO Staff Meetings; Project Action Team (Staffing Efficiencies) Final report; Conservation Connect, TEAMS meeting; Shoshone River Partners in-person meeting; Absaroka Fence Initiative in-person meeting; Big Horn Basin Sage Grouse Local Work Group in-person meeting; Fence Summit presentation on permanent power fence – TEAMS meeting.
Miscellaneous: Producer spotlight interview and tour of property with NRCS Public Affairs Specialist – MCD

DISTRICT MANAGER REPORT

During the month of May, Steffen worked on: Monthly bookkeeping, transfers, reconciliations & financial reports, cash flow tracking; Documenting Daily Activities and Monthly activity report, banking in Cody; Monthly Board Meeting and then follow-up items, mailing bills, posting notices; Review of monthly timesheets and submitting to Tana for Payroll; Property maintenance, mowing and irrigating; Preliminary Budget for FY26; Providing technical assistance to MVC; Visited with landowners in office about compost and gardening; Assisting landowners with mapping needs; Compost related product sales; Assisted tourist trying to locate horses and ferrets to photograph; Ordered replacement parts for Compost Bins for customers; Spring Workshop, including correspondence, planning and logistical testing; Correspondence with DirtWorks and Town on compost quantity available; Regular worm bin maintenance and feeding; Ordering supplies, materials and equipment; Collected data, and entered data into CoCoRaHS reporting system; Correspondence with partners on Fish Passage Project; Fish Passage applications; YU Bench Fence Modification - project complete. Provided reports to grantor.; ARGOS checks and correspondence with Karl; Mapping and Recon with partners for next phase of YU Bench Fence modification

OLD BUSINESS

Land Use Management & Resource Conservation Plan (RCP), Resolution of Adoption – Matt moved to approve the final version of the Plan and accept the Resolution of Adoption, Ben seconded, motion passed unanimously. Once all of the Board signatures are on the document, Leanne will file the Plan with the County Clerk.

Fish Passage Update – A new pump has been installed in the West Well and it is now producing the appropriate amount of water. Once the exclosure fence is in place the project will be complete.

Raven Resolution – There is no update at this time.

NEW BUSINESS

General – no business

Small Waters Project Program – Matt moved to approve and sign the twelve Small Water Project Agreements in the amount of $35,000 each between the Wyoming Water Development Office and MCD, Tim seconded, motion passed unanimously. These projects will happen in FY ’27 but the agreements are necessary for WWDO to provide notices to proceed which allows G&F to start securing bids for construction.

TNC Project Agreement – The Nature Conservancy would like to partner with MCD for a portion of the Carter Mountain Pronghorn Fence Project and will provide funds for labor costs to modify up to one mile of fence. Steffen reviewed and modified the agreement to include additional language and the Board looked at a map of specific fence locations. Tim moved to execute and sign the agreement, Ben seconded, motion passed unanimously.

Review Calendars for June and July ‘25 – The Annual Budget Hearing was scheduled for July 16th at 4pm.

MEETING ADJOURNED at 4:01 p.m. – *The next Regular Board Meeting will be Wednesday, July 16th, 2025 at 3 pm, with the Annual Budget Hearing taking place at 4 pm.*

Date: July 16th, 2025 **Authorized Signatures: _____**

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Date: July 16th, 2025

Authorized Signatures: